



FY 2005 Application

Arts Build Communities Grant Program

Intent to Apply Deadline: March 1, 2004

Application Deadline: March 31, 2004

Please refer to the guidelines and instructions.

I. LEAD APPLICANT	Legal Name		Federal Employer ID# OR Social Security #	
	D.B.A (if applicable)			
	Street Address			
	City	State	Zip Code - Plus 4	County
	Director/Administrator Salutation		Director/Administrator Name & Title	
	<input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.			
US Congressional District _____ KY Senate District _____ KY House District _____ To look up district info, use www.vote-smart.org/index.phtml or Call your County Clerk's office.	Daytime Phone #		Second Phone #	
	E-Mail Address		FAX #	
	E-Mail Address		Web Address	
la. Organizations ONLY (LEAD Applicant ONLY)	Legal Name		Federal Employer ID#	
	Street Address			
	City	State	Zip Code - Plus 4	County
	Director/Administrator Salutation		Director/Administrator Name & Title	
	<input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.			
	Phone #		Fax #	
<input type="checkbox"/> Fiscal Agent <input type="checkbox"/> Not Applicable	E-Mail			
II. Co-Applicant	Legal Name			
	Street Address			
	City	State	Zip Code - Plus 4	County
	Director/Administrator Salutation		Director/Administrator Name & Title	
	<input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.			
	Phone #		Fax #	
E-Mail				

KAC Staff Use ONLY

FY: 2005	APP #:	CLIST #:
App Status:	App Institution:	App Discipline:
Project Disc:	Activity:	Project Race:
AIE Percent:	AIE Description:	Project Descriptors:
Grant Program: ABC	Grantee Race:	Application Date:



III. PROPOSAL	Project Title (short phrase)					
	Project Begin Date / /		Project End Date / /		Amount Requested Match Amount	
	Number of Individuals who will benefit: Youth Adult		Number of Artists Participating:		Total KAC <u>Operational Support</u> funding Last Year (Organizations ONLY):	
	Contact Person Salutation <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.			Contact Person Name & Title		
	Phone #			Fax #		E-Mail
Check only One <input type="checkbox"/> that best represents who the grant or activity is intended to involve.	Activity Race / Ethnicity: <input type="checkbox"/> Asian Individuals <input type="checkbox"/> Black / African American Individuals <input type="checkbox"/> Hispanic / Latino Individuals <input type="checkbox"/> American Indian / Alaska Native Individuals <input type="checkbox"/> Native Hawaiian / Pacific Islander Individuals <input type="checkbox"/> White Individuals <input type="checkbox"/> NO Single Group					
LEAD Applicant ONLY Check only One <input type="checkbox"/> that best represents 50% or more of staff or board or membership (not audience)	Grantee Race / Ethnicity: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White					
LEAD Applicant ONLY Applicant Status _____	Please choose <i>ONE</i> : <div style="display: flex; justify-content: space-between;"> 02 Organization - Non-Profit 06 Government - Regional 09 Government - Tribal </div> <div style="display: flex; justify-content: space-between;"> 04 Government - Federal 07 Government - County 99 None of the Above </div> <div style="display: flex; justify-content: space-between;"> 05 Government - State 08 Government - Municipal </div>					
LEAD Applicant ONLY Applicant Institution _____	Please choose <i>ONE</i> (click the " " to the left of a category to expand group information & obtain a code number.) <div style="display: flex; justify-content: space-around;"> <div> Community Organizations Councils / Service Groups Educational Institutions </div> <div> Government Media Performing Groups </div> <div> Venues / Presenters Other </div> </div>					
<i>If using a paper version of this form, please refer to Application Instructions for Applicant Institution code numbers.</i>						



Project Budget

Grants are up to \$5,000 for projects or \$7500 for artist residencies, and may not exceed one-half of the Total Expenses of the Project Budget. The required income match amount may consist of cash and in-kind contributions but at least 50% of non-Arts Council income must be cash (e.g. with a \$3,000 Grant Request a cash match of at least \$1,500 is required). In-kind amounts may consist of partner's contribution of time and donated goods, facilities or volunteer services provided by other persons or organizations. **In-kind amounts must be shown in the Project Budget as both Income and Expenses.**

Note: Please identify matching source(s) and indicate (C) Confirmed or (P) Pending for each one listed.

		Cash	In-Kind
Income			
Grant Request (up to \$5000 for projects or \$7500 for residencies)	\$	_____	_____
Your Match (equal to, or greater than, the grant request; list sources and amounts)	Confirm / Pending	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
Total Income		\$ _____	
Expenses			
Artists' Fees			
_____		_____	_____
_____		_____	_____
Other Salaries or Independent Contractors' Fees			
_____		_____	_____
_____		_____	_____
Production Expenses (e.g., costumes, sets and props, supplies)			
_____		_____	_____
_____		_____	_____
Marketing Expenses (e.g., graphic design, printing, postage)			
_____		_____	_____
_____		_____	_____
Travel (e.g., airfare lodging, meals)			
_____		_____	_____
_____		_____	_____
Other (please list)			
_____		_____	_____
_____		_____	_____
Total Expenses		\$ _____	
Total income should equal total expenses. Please round off all figures to the nearest dollar.			

Instructions for Completing Narrative

To assist panelists in reading your application, duplicate the number and title of each performance expectation. For example, type "**1. Partnerships and Collaborations**" before your response to #1. Place the organization's name and the words "Arts Build Communities Grant Program" in the upper right-hand corner of each page.

Narrative Outline

Please respond to the Introduction and each of the performance expectations below on a total of no more than four pages. Be sure to include complete information on each bulleted item in your narrative.

Introduction: Description of the organization, artist(s), community and proposed project.

Description of organization

- Provide a brief overview of your organization, its mission, programs, accomplishments, and role in the community.
- Provide the number of full-time and part-time professional staff.

Attach sample brochures, programs, flyers, feature articles, or other supporting material that will help give the panel a sense of your organization.

Description of Participating Artist(s)

- Describe any previous community work/projects or partnerships.
- Describe the relationship between the artist and the organization.

Attach resume and work samples

Description of Community

- Describe your community, its demographics and its artistic environment.

Description of Proposed Project

- Briefly describe the project for which you are requesting support.
- Describe the individual roles of the applicants/partners and how each will be actively involved from inception to completion.
- If there are additional partners, beyond the applicants, identify them, their role in the community and the role of each partner in the project. Attach a list of additional partners and their contact information.
- If matching funds are in place, list the sources and amounts; if the match is not yet in place, indicate your plans for securing the matching funds.

Performance Expectations

1. Partnerships and Collaborations

- Describe how the applicants/partners will work together to plan and implement the proposed project.
- Describe how the community will be included or involved in the planning process. Indicate in what way they will participate in the project.

2. Community Development

- Describe the significance of the proposed project to the community. Indicate the immediate and long term benefits for the community (e.g. cultural, social, educational and economic growth.)
- Describe how working together as partners will impact or strengthen the organization(s), artist(s) and community.
- Describe the artistic growth of the community as a result of the proposed project.

3. Quality of Project

- Describe the way the partners will insure the artistic excellence and success of the project.
- Describe a brief timeline for the project.
- Describe how the project will enhance the work of the artist(s).
- Describe how the project will artistically enhance the work of the organization.

4. Gathering and Responding to Evidence

Note: An important goal of the ABC Grant is to develop projects that will have long-term benefits for the community. To assess that benefit, you will gather evidence throughout the project planning, and implementation to determine progress, and to learn about and improve upon the work being done. Documentation and assessment of your project is extremely important. Effective assessment will include a combination of quantitative (measured by quantity or amount) and qualitative (measured by quality or kind) measures which may include, though not be limited to, surveys, anecdotal observation, participant and community assessment, etc. Below are several examples of assessment measures that can be used when answering the questions in this section:

- * *Measurement of partner's collaboration in the planning and implementation may include anecdotal observation, photo documentation, meeting notes, etc.*
- * *Measurement of community involvement in the project may include:*
 - *quantitative data of the number of community members who participated in planning activities, attended events or volunteered, etc.*
 - *qualitative measurement such as interviews, anecdotal observation, open-ended surveys, etc.*
- * *Documentation of activities to promote awareness of the benefit of the project to the community may include such things as printed materials, photographs, working documents and notes, media coverage, etc.*

Utilizing the information and examples above:

- Describe your plan for self-assessment and feedback throughout the project.
- Describe the processes and tools you will use to gather ongoing data about the impact of the project on all participants (organizational and artist partners, community)
- Describe your plan for documentation of the entire project, including reporting methods.

Application Checklist

Include this application checklist as the first page of your application package

Your application is not complete and will not be reviewed for funding if it does not include the following mandatory information.

One signed original:

- ☐ Arts Build Communities Grant Application and narrative

Two copies of the following, clearly separated from your application, and placed in the following order:

- ☐ List of additional partners
- ☐ Resumes or bios of the primary artist, staff, and others involved in the project
- ☐ Financial statement (including income and expense statement, plus balance sheet) or audit for last year (most recently completed fiscal year)
- ☐ This year's operating budget for organizational partner
- ☐ Copy of IRS Determination Letter if the Lead Applicant is an organization
- ☐ Sample brochures, programs, flyers, feature articles or other supporting material that will help give the panel a sense of your organization.
- ☐ Resumes and work samples for partner artist(s)

Letters of support, reviews, and other photocopied materials must be on standard-size (8 1/2 x 11), single-sided, white paper only. Applicants should carefully prioritize and select supporting materials. Excessive supporting materials will not be forwarded for panel review.

If you would like acknowledgement of receipt of your application and the return of any support materials, please enclose the following:

- ☐ Self addressed, **And** stamped #10 envelope
- ☐ Self-addressed, **And** stamped mailer for support materials

Applicant Signature

*I certify that I am legally authorized to submit this application on behalf of the applicant organization and that all statements and enclosures herein are true and complete to the best of my knowledge. **All signatures must be in RED ink.***

Lead Applicant Signature _____ Date _____
All signatures must be in RED ink.

Applicant (Type Name) _____ Title _____

Mailing Address for Completed Application

Kentucky Arts Council
Old Capitol Annex
300 West Broadway
Frankfort, KY 40601-1980

Work Samples

(▲ = audio ▼ = video ♦ = slides ■ = writing)

For the Arts Build Communities Grant, submit one copy of each sample.

DO NOT SUBMIT ORIGINALS.

AUDIO/VIDEO/FILM WORK SAMPLE REQUIREMENTS

▲ **Audio: Cassette Tape or Compact Disc**

Applicants may submit up to three separate samples of work. When submitting CDs, indicate the tracts for review. When submitting audio cassettes, cue the tape to the desired place.

Label each case with artist or organization name, title of work, total running time and date completed. This information must also be typed on the *Audio/Video/Film Work Sample Index*.

TIP: *Panelists have a limited time to evaluate each taped work sample. It is important that the strongest portion of any sample is presented immediately when the tape is played. Tape samples not properly cued, or cued to sections that do not present the strongest artistic quality, generally reflect poorly on the application as a whole. Extensive portions of each complete work may be reviewed at the panelists' discretion.*

▼ **Film/Video: VHS video tape:**

Applicants may submit up to three sample works.

Film and Video samples must be submitted on standard VHS tape. Work submitted on other formats will not be reviewed by the panel.

Label the tapes with the name of the artist or organization, title of the production and total running time. This information must also be typed on the Audio/Video/Film Work Sample Index.

■ **WRITING WORK SAMPLE REQUIREMENTS**

Applicants may submit one or two sample works, up to the following: **Poetry:** 15 numbered pages (*one sample may include several pieces from a single collection or publication*); **Fiction and Creative Non-Fiction:** 20 to 30 numbered pages; **Scripts:** A scene or a play, not to exceed 50 typed conventional script pages; **Librettos:** (Opera or Musical Theatre). See requirements for scripts and include three audio tapes and/or musical scores according to format for composers.

❖ SLIDE REQUIREMENTS

For the Arts Build Communities Grant, artists may submit up to four slides. The importance of quality slides cannot be overemphasized. Slides are the means by which you show your work; therefore, good slides are extremely important! Your slides should have no visual interference—leave the back door and the bedroom wallpaper out of your shots. The most effective slide presentation is one that shows panelists a cohesive, consistent, developing body of your latest work. Select slides representative of your style and sequence your slides in a way that will enhance the panelists' understanding of the direction of your work, and draw their attention to your most significant pieces.

Submit 2" x 2" slides of recent work and number them in the order you want them to be projected during the panel review. The KY Arts Council may retain the slides of award and grant recipients so **do not send originals**. The slides must be in good condition, mounted in sturdy cardboard or, preferably, plastic, which is less subject to damage.

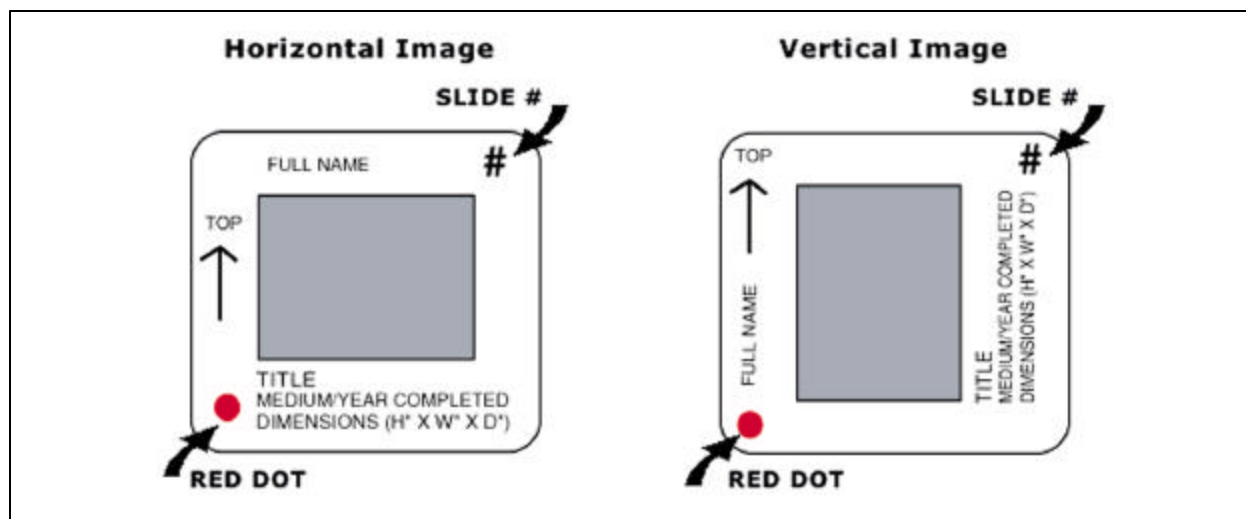
Label the front of the slides providing the information requested. Type or neatly print in the exact format shown in the example below. When applying labels, position them carefully so they do not curl over the edges of the slide mount, which can cause sticking and jamming. Information on slides must correspond in sequence with the slide list.

- Print or type your full name in the upper left corner.
- Number the slides in the upper right corner of the slide mount.
- Place a red dot in the lower left corner to ensure that slides are oriented properly in the carousels. The dot must be large enough to be clearly seen. Use Avery 1/4" red dots or a red pen.
- Draw an arrow in the left margin of the slide mount indicating the top of the image.
- The bottom of slide should be marked with Title/Medium/Year Completed, and Dimensions (H" x W" x D")

Place your slides in an 8 ½" x 11" slide sheet. The pockets should hold the slides securely.

Loose slides or slides in boxes will not be accepted.

HOW YOUR SLIDES SHOULD LOOK:



ARTS BUILD COMMUNITIES AUDIO OR VIDEO WORK SAMPLE INDEX

Check appropriate work sample documentation category:

☐ Audio Cassette ☐ Video ☐ CD

1. Title of Work: _____

2. Brief Description:

3. Applicant's role/responsibility:

4. Dates created, composed, performed, produced, or premiered:

5. Is this an ☐ Entire work or a ☐ Segment:

If a Segment, did you enclose a tape of the entire work: ☐ NO ☐ YES

6. Total playing time of complete work: _____

7. Total playing time of segment (CD excepted): _____

8. Did you cue tape to selected segment? _____

ARTS BUILD COMMUNITIES WRITING WORK SAMPLE INDEX

Check appropriate work sample documentation category.

☐ Poetry ☐ Fiction ☐ Creative Non-Fiction ☐ Scriptwriting ☐ Libretto

WORK SAMPLE #1

1. Title of Work: _____

2. Brief description: _____

3. Date completed: _____

4. Title of Publisher: _____ Date of publishing: _____

5. Is this an ☐ Entire work or an ☐ Excerpt?

6. Number of pages _____ (entire work) or Number of pages _____ (excerpt).

WORK SAMPLE #2

1. Title of Work: _____

2. Brief description: _____

3. Date completed: _____

4. Title of publisher: _____ Date of publishing: _____

5. Is this an ☐ Entire work or an ☐ Excerpt?

6. Number of pages _____ (entire work) or Number of pages _____ (excerpt).

ARTS BUILD COMMUNITIES SLIDE INDEX

Applicant must include complete information. List the specific medium used in each work.
Dates must be provided. Space is available to include additional details about each piece.

1. Title: _____ Date: _____

Dimensions: _____ Medium: _____

Comments:

2. Title: _____ Date: _____

Dimensions: _____ Medium: _____

Comments:

3. Title: _____ Date: _____

Dimensions: _____ Medium: _____

Comments:

4. Title: _____ Date: _____

Dimensions: _____ Medium: _____

Comments: